

WOODROW WILSON REHABILITATION CENTER POLICIES AND PROCEDURES	
Title: Cashier's Office: Check Cashing Privileges	
Policy Number: 8.05	
Effective Date: November, 2003	Page 1 of 1
Lead Department: Business Office	

OBJECTIVE

To provide support to consumers who wish to establish an accessible and safe account for personal funds. In addition to the holding of funds, the Cashier's Office allows consumers and staff alike to cash personal checks.

POLICY

It is the policy of Woodrow Wilson Rehabilitation Center to provide these services for the convenience of consumers and staff. In addition, WWRC must meet Commonwealth of Virginia requirements for the protection of and legal management of public funds.

Procedure

- Consumers may, during the posted business hours, deposit funds, withdraw funds from their account, cash personal checks (checks drawn on one's own bank account) up to \$100.00 per day. Money Orders, government checks, student paychecks and/or cashier checks have no limit.
- Staff members may cash personal checks, Money Orders, and/or cashier checks up to \$50.00 per day. Cashing paychecks is not permitted.
- Visitors may cash personal checks, Money Orders, and/or cashier checks up to \$50.00 per day.
- One day of notice is needed when cashing disability settlement checks.
- Staff may not sign on behalf of students nor accept money on behalf of students. Students who are not able to reach the Cashier's Office during stated hours for medical or personal reasons may make special arrangements by contacting the Cashier directly.

Insufficient Funds

- Persons who use the Cashier Office Services are prohibited from cashing checks for which there are insufficient funds.
- Upon receipt of an NSF check, check-cashing privileges will be immediately suspended. Once the NSF check has been collected, check-cashing privileges will be reinstated. If there is a second occurrence, check-cashing privileges will be permanently suspended. Appropriate legal action will be taken if prompt repayment of NSF checks is not made.